

Job Code:101508
Position #: (PSA) (E)
Developed by: AJ
Reviewed by: DLJ; LK
Approved by:... LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Community First Responder Program (CFRP)
DIVISION: Academic Affairs (College of Pharmacy - Pharmacy Practice)
REPORTS TO: Program Director, CFRP
GRADE: 11
SUPERVISES: Undergraduate students, graduate students and consultants

BASIC FUNCTION:

Manage the programmatic, educational, administrative, and operational functions essential for the efficient functioning of the Community First Responder Program. Monitor centralized naloxone requests, provide educational trainings, and manage the distribution of intra-nasal or intra-muscular naloxone to community partners in Rhode Island with oversight from the Program Director. Provide coordination of financial matters pertaining to administration of CFRP budgets and maintain required records of naloxone distribution. Serve as Manager support and contact for all CFRP consultants, undergraduate students, graduate students, staff and faculty. Provide data compilation, entry into reporting platforms, and submission of invoices and progress reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Directly purchase bulk orders of intra-nasal or intra-muscular naloxone as directed by Rhode Island Department of Health and label the naloxone for community distribution.

Use the centralized naloxone request form "Naloxone Request Form for Community Partners" to review, approve, and track naloxone requests from community-based organizations in partnership with state agencies

Work with the state agencies to develop and implement guidelines standardizing the type of organizations and requests that receive priority for overdose education and naloxone distribution (OEND).

Ensure that the community-based agencies receiving naloxone are qualified to provide OEND to recipients of naloxone. In coordination with RIDOH, ensure community-based organizations distributing naloxone are promoting state resources related to treatment and recovery services.

Provide training to all community-based agencies receiving naloxone on required and standardized data entry process for all naloxone distributed in the community using the REDCap system or other system provided by RIDOH.

Monitor the REDCap data system to ensure data entry is entered accurately and as necessary, work with the Drug Overdose Prevention Surveillance Team to edit data entries and provide data upon request to organizations.

Work collaboratively with the RIDOH Drug Overdose Prevention and Surveillance Programs to make enhancements to the data collection tool as needed

Deliver state-purchased naloxone to community-based organizations for distribution to at-risk populations using State vehicle (plate RI 1975) Ford Transit

Manage and track naloxone distribution data in REDCap (or RIDOH provided system) to ensure that all agencies store, distribute, and document distributed naloxone accurately and within three months of receipt

Provide in-person or web-based live OEND trainings upon request for healthcare professionals, first responders, community-based agencies, or the general public across the state.

Ship naloxone under the Prevent Overdose Rhode Island Get Naloxone program

Partner with CVS Pharmacy to distribute naloxone to the general public at events throughout RI (using pre-funded supply of naloxone)

Seek additional funding in the form of grants and donations to continue to provide free naloxone to Rhode Islanders prioritizing naloxone for harm reduction organizations that reach high-risk populations

Participate in agenda planning and meetings of the Rescue Workgroup of the Governor's Taskforce on Overdose Prevention and Intervention and provide updates as needed

Submit quarterly invoices to the RIDOH Drug Overdose Prevention Program Administrator or her representative by the 20th of the month following each reporting period with back-up as necessary.

Participate in monthly meetings, or as needed, with RIDOH and other state agency staff to update on project progress.

Submit quarterly reports to the RIDOH Drug Overdose Prevention Program Manager by the end of the month following each reporting period.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google calendars, Eventbrite, Qualtrics, Grant support software (InfoEd), and RedCap. Valid driver's license.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in a scientific or health-related field (Pharmacy, Nursing, Mental Health, Social Work, Public Health, etc.); Minimum of five years of academic, finance, research, and/or health care experience in a complex setting; Demonstrated experience with scientific and/or health data (i.e., collection, compilation, analysis and reporting); Demonstrated experience with clinical or scientific research and/or outreach projects; Demonstrated experience with financial resources (i.e., invoices and budgets); Demonstrated computer experience (i.e. word processing, database management, spreadsheet analysis; electronic mail systems, etc.); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; Demonstrated supervisory experience; Demonstrated ability to multitask in a deadline-driven environment; Demonstrated attention to detail; Demonstrated ability to work independently; and, Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations. Must possess and maintain a valid driver's license.

PREFERRED: Demonstrated experience providing continuing professional development trainings for healthcare workers; Demonstrated experience working with populations related to substance use disorders; Demonstrated experience with program coordination and clinical and/or scientific writing; Demonstrated experience with purchasing, accounting and budget oversight; Demonstrated experience with pre- and post- award grant administration; Demonstrated experience with grant support functions and reporting to funding agencies; Demonstrated experience in a higher educational setting; Demonstrated experience using Qualtrics, REDCap, SPARS, InfoEd and/or PeopleSoft software modules (i.e. human resource, financials, etc.); and, Demonstrated experience with IRB/IBC submissions.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.